

WEST CENTRAL MUNICIPAL CONFERENCE

PLANNING COORDINATOR

The West Central Municipal Conference (WCMC), a regional non-profit association of west Cook County and Eastern DuPage County Communities, seeks a Planning Coordinator. Position implements the transportation policy directives and coordinates planning activities of the WCMC. Serves as Planning Liaison to the Central Council of Mayors for planning and programming the local component of the federal Surface Transportation Program (STP). Assist with project management on regional transportation studies. Provides assistance to members in preparing transportation grant applications for federal and state programs. Liaison for members to various federal, state, county and regional agencies. Performs other duties as assigned by the Executive Director.

Nature of Responsibilities

The Planning Coordinator performs, but is not limited to, the following types of duties:

1. Liaison with other agencies – The Planning Coordinator works closely with officials from the Regional Planning Board, the Illinois Department of Transportation agencies to represent the needs of WCMC members and to gain a better understanding of the various programs of these agencies.
2. Coordinate programs and projects – The Planning Coordinator manages the Council of Mayors STP to ensure the timely implementation of the projects contained therein. The Planning Coordinator assists with managing special intergovernmental transportation projects such as the Cook DuPage Corridor Study. In addition, the Planning Coordinator monitors and disseminates information regarding other transportation finding programs such as the Regional Technical Assistance Program, Congestion Mitigation & Air Quality, Enhancement, and Unified Work Program.
3. Staff liaison to WCMC committees – The Planning Coordinator works directly with elected officials and municipal staff to determine and implement the WCMC transportation and planning directives. The Planning Coordinator staffs Conference committees by preparing meeting packets and meeting minutes and carrying out action items as directed by the committee.

Knowledge, Skills and Abilities

Bachelor's degree in urban planning, public administration or a related field is required; a Master's degree is preferred. Requires knowledge of municipal government; practices and methods applicable to a transportation setting; ability to manage multiple projects and work independently; and excellent communication, organizational and research skills. Mature judgement is required in balancing work required to staff the regional transportation council

under the direction of the council chair and related activities for the West Central Municipal Conference under the direction of its Executive Director.

Interested persons shall submit a resume, along with a cover letter, to WCMC Executive Director Richard F. Pellegrino via email rpell@westcook.org. To be considered, resumes must be received on or before 5:00 pm on March 28, 2016.

Submission of a resume does not guarantee the applicant admission to the interview process. If hired, the applicant understands that employment shall be probationary for the first 180 days and is at will and may be terminated by the applicant or the WCMC at any time with or without reason.

Salary shall be commensurate with credentials and experience. Beginning salary is anticipated to be in the \$50,000 to \$55,000 range. A competitive benefit package also attends to the salary.